

**THE SCHOOL ADMINISTRATOR
and Uniform Compliance Guidelines
ISSUED BY THE STATE BOARD OF ACCOUNTS**

Volume 123, Page 1

September 1993

ITEMS TO REMEMBER

September 1: Prove the Fund Ledger and Ledger of Receipts for the month of August to the control of all funds and reconcile the control with the depository statement. Prove all receipt accounts for each fund to total receipts for that fund. Prove the Ledger of Appropriations, Allotments, Encumbrances, Disbursements, and Balances to the total disbursements of the control account of the Fund Ledger. Prove all expenditure accounts within each program to the total disbursements of that program.

September 6: Legal Holiday - Labor Day (IC 1-1-9-1)

September 11: Last day to file budgets with county auditor. (At least two (2) days before the first meeting of the County Board of Tax Adjustment, file with the county auditor a statement of the tax rate and levy fixed by the Board of School Trustees and two (2) copies of the budget as adopted for the ensuing budget year) (C 6-1.1-17-5). (If courthouse is closed on Saturday, September 10).

September 13,
14, 15: Last date for first meeting of County Tax Adjustment Board, if applicable, (on the second Monday, Tuesday or Wednesday in September) (IC 6-1.1-29-4).

Note: Within ten (10) days following the publication by the county auditor of the "notice of tax rates," ten (10) or more taxpayers may initiate an appeal of the County Tax Adjustment Board's action; and/or, the school corporation may appeal. (IC 6-1.1-17-13 and IC 6-1.1-17-15).

September 13 -
October 1: The A.D.A. count shall be taken between these dates.

September 17: The A.D.M. count shall be taken on this date.

September 20: Last day to report and make payment of state and county income tax withheld during August to Department of State Revenue. (Please review Volume 100, of the December 1987, "The School Administrator.")

**THE SCHOOL ADMINISTRATOR
and Uniform Compliance Guidelines
ISSUED BY THE STATE BOARD OF ACCOUNTS**

Volume 123, Page 2

September 1993

ITEMS TO REMEMBER

(Continued)

October 1: On or before this date all duties of the County Tax Adjustment Board must be completed (IC 6-1.1-17-9).

Prove all ledgers for the month ending September 30 as outlined for the month of August.

Form 30A, Report of A.D.M. for State Support, is due in the office of Department of Education Division of School Finance on or before this date.

October 11: Legal Holiday - Columbus Day (C 1-1-9-1).

October 15: State Teachers' Retirement Form EOR-4 (Employing Officials' Report of Teacher Contribution Deductions for the first quarter of the 1992-1993 school year) is due in the office of the State Teachers' Retirement Fund Board. IC 21-6.1-7-9 provides "If the treasurer of a school corporation or the township trustee fails to make the reports as required in section 7 or 8 of this chapter, the school corporation which that officer serves is ineligible to receive any distribution of money from the state for school purposes until the reports and payments are received and approved by the board."

Form 30B, Report of A.D.A. for State Support is due in the office of the Department of Education, Division of School Finance.

October 20: Last day to report and make payment of state and county income tax withheld during September to Department of State Revenue. (Please review Volume 100, December 1987, of "The School Administrator.")

October 31: Last day to file third quarter report with the Internal Revenue Service and complete payment of federal tax withheld.

Requests for textbook reimbursements must be received by the Department of Education, Division of School Finance before November 1.

**THE SCHOOL ADMINISTRATOR
and Uniform Compliance Guidelines
ISSUED BY THE STATE BOARD OF ACCOUNTS**

Volume 123, Page 3

September 1993

November 1: Prove all ledgers for the month ending October 31 as outlined for the month of August.

November 11: Legal Holiday - Veterans' Day (IC 1-1-9-1)

November 20: Last day to report and make payment of state and county income tax withheld during October to the Department of State Revenue. (Please review Volume 100, December 1987, of "The School Administrator.")

November 25: Legal Holiday - Thanksgiving Day (IC 1-1-9-1)

November 30: A list of the names and addresses of all persons who have money due from the school corporation for salary, wages, or for any other reasons must be filed with the county treasurer on or before December 1 (IC 6-1.1-22-14).

TEXTBOOK STORAGE AND DISPOSAL

Each public elementary and secondary school shall provide storage for at least three (3) months for all textbooks on hand that are no longer required or in use in the school corporation. Each school corporation may, however, sell or otherwise convey these textbooks to another school corporation at any time during the period of required storage. (IC 20-10.1-10-3)

Each school corporation shall compile a list of those textbooks in storage, including the names of the publisher and the number of volumes being stored. The list shall be mailed to the Department of Education where a master list of all textbooks being stored by the school corporations in Indiana shall be maintained. Upon request, the State Superintendent shall mail to any inquiring not-for-profit corporation or institution located in Indiana a list of textbooks available for their access. These corporations or institutions may acquire the necessary textbooks from the appropriate school corporation by paying only the cost of shipping and mailing. (IC 20-10.1-10.4)

Textbooks being stored for at least three months as required by the law may not be mutilated or destroyed and shall be maintained and stored according to regulations prescribed by local and state health authorities. Textbooks which have not been requested after at least three (3) months may be mutilated, destroyed or otherwise disposed of by the school corporation. (IC 20-10.1-10-5)

**THE SCHOOL ADMINISTRATOR
and Uniform Compliance Guidelines
ISSUED BY THE STATE BOARD OF ACCOUNTS**

Volume 123, Page 4

September 1993

OPENING OF BIDS BY A COMMITTEE

The Public Purchase Law, IC 36-1-9, and the Public Work Law, IC 36-1-12, both require the preparation of specifications, publication of a legal notice requesting bids for the designated purpose and publishing a time and place for opening of the bids received in required situations.

IC 20-5-3-5 provides that the governing body (board) of any school corporation may designate a committee of not less than two (2) of its members, or a committee of not less than two (2) employees of the school corporation, to open and tabulate bids in connection with the purchase of supplies, material or equipment, or for the construction or alteration of any building or facility, or for any similar purpose. Such bids may be opened by the designated committee at the time and place fixed by the advertisement for bids, shall be read aloud and tabulated publicly, to the extent required by law for governing bodies and shall be available for inspection. The bids shall be reported to, and tabulation entered upon the records of, the governing body at its next meeting following such bid opening. No bid shall be accepted or rejected by the committee, but such bid shall be accepted or rejected solely by the governing body in a board meeting open to the public as provided in IC 20-5-3-2.

We understand the full governing body (school board) may conduct the meeting at the time and place specified in the legal notice for receiving and opening bids. The board may by action properly taken and duly recorded in its minutes designate any two or more of its members to serve as a committee to conduct the public meeting at which the bids are received, opened, read aloud and tabulated. The board may by its action duly recorded designate any two or more employees of the school corporation to serve as a committee to conduct the public meeting at which the bids are received, read aloud and tabulated. If the board, itself, meets or if its designated committee meets at the time and place specified for the opening of bids, the meeting shall be open to the public, the bids read aloud and tabulated. If a designated committee conducts the meeting to receive the bids, the bids shall be reported to, and the tabulation entered upon the records of the governing body at its next meeting following such bid opening. The committee (either board members less than full board; or, employees) shall take no action to accept or reject any bid as the action is reserved solely for the governing body (board) at a meeting open to the public.

RECORD OF HOURS WORKED

IC 5-11-9-4 provides that records be maintained showing which hours were worked each day by officers and employees of a school corporation and officers and employees employed in more than one (1) position by any public school corporation.

**THE SCHOOL ADMINISTRATOR
and Uniform Compliance Guidelines
ISSUED BY THE STATE BOARD OF ACCOUNTS**

Volume 123, Page 5

September 1993

RECORD OF HOURS WORKED

(Continued)

The requirement may be accomplished by preparing an endorsement on the payroll claim form showing the general work schedule and listing those specific employees who worked hours different from that general work schedule. Each administrator, department head, or other person responsible for employees' attendance at a work station or for forwarding such information to the payroll department will be responsible for preparing such endorsement on the payroll claim for his or her office, department, cost center, school or other work attendance area.

Another alternative is to add a statement on each Employee's Service Record, General Form 99A (1972) and/or Employee's Earnings Record, General Form 99B (1967) indicating the hours to be worked daily by that employee or official.

For the present time, continue using your current payroll claim, service record and earnings record forms with the foregoing suggested additions.

GARNISHMENT OF SALARIES AND WAGES

IC 24-4.5-5-105 limits the maximum amount which may be subjected to garnishment and provides that an employer who is required to make deductions from an individuals disposable earnings pursuant to a garnishment order or series of orders arising out of the same judgment debt (excluding a judgment for payment of child support) may collect, as a fee to compensate the employer for making these deductions, an amount equal to the greater of twelve dollars (\$12) or three percent (3%) of the total amount required to be deducted by the garnishment order or series of orders arising out of the same judgment debt. If the employer chooses to impose a fee, the fee shall be allocated as follows:

- (a) One-half (1/2) of the fee shall be borne by the debtor, and that amount may be deducted by the employer directly from the employee's disposable earnings.
- (b) One-half (1/2) of the fee shall be borne by the creditor, and that amount may be retained by the employer from the amount otherwise due the creditor.

The deductions made for a collection fee do not increase the amount of the judgment debt for which the fee is collected for the purpose of calculating or collecting judgment interest. The fee may be collected by an employer only once for each garnishment order or series of orders arising out the same judgment debt. The employer may collect the entire fee from (1) or more of the initial deductions from the employee's disposable earnings. Alternatively, the employer may collect the fee ratably over the number of pay periods during which deductions from the employees disposable earnings are required.

**THE SCHOOL ADMINISTRATOR
and Uniform Compliance Guidelines
ISSUED BY THE STATE BOARD OF ACCOUNTS**

Volume 123, Page 6

September 1993

GARNISHMENT OF SALARIES AND WAGES - CONTINUED

An employer who is required to make a deduction from an individual's disposable earnings in accordance with a judgment for payment of child support may collect a fee of two dollars (\$2) each time the employer is required to make the deduction. The fee may be deducted by the employer from the individual's disposable earnings each time the employer makes the deduction for support. If the employer elects to deduct such a fee, the amount to be deducted for the payment of support must be reduced accordingly if necessary to avoid exceeding the maximum amount permitted to be deducted.

A support withholding order takes priority over a garnishment order irrespective of their date of entry or activation. If a person is subject to a support withholding order and a garnishment order, the garnishment order shall be honored only to the extent that disposable earnings withheld under the support withholding order do not exceed the maximum amount subject to garnishments as computed under IC 24-4.5-5-105 (2).

If your school corporation is required to service a garnishment order, we suggest you have your school corporation attorney review IC 24-4.5-5-105. Also refer the attorney to the Indiana Attorney General's Official Opinion No. 10 of 1972 on the subject.

AVERAGE DAILY MEMBERSHIP (ADM)

Recent audit reports have noted that records to support Average Daily Membership (ADM) as reported to the Department of Education have not been retained in accordance with IC 5-15, the Preservation of Public Records Law.

The State Board of Accounts is of the audit position that School Officials should maintain records (enrollment cards, rosters, reporting forms, etc.) which substantiate the number of students claimed for ADM.

The building level Official (Principal, Assistant Principal, etc.) responsible for reporting ADM to the School Corporation Central Office, should provide a written certification of ADM to properly document responsibility.

**THE SCHOOL ADMINISTRATOR
and Uniform Compliance Guidelines
ISSUED BY THE STATE BOARD OF ACCOUNTS**

Volume 123, Page 7

September 1993

SOCIAL SECURITY OBLIGATIONS DOCUMENTATION

The July 30, 1993 letter to All Superintendents from Patty S. Bond, Director, Division of School Finance contained the following statement concerning 1992-1993 Social Security Obligations, "It is important to mention that accurate records to substantiate your reported social security security obligation must be maintained in the event of an audit of state distributions."

The State Board of Accounts is of the audit position the following are the data fields and format required to document by individual name (last, first, middle initial) salaries for certified personnel certified to the Division of School Finance.

EMPLOYERS SHARE OF FICA TAX FOR CERTIFIED PERSONNEL

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
		Total Salary Paid	Salary Over Social Security Maximum and Sec. 125 Wages	Employer Share of FICA Tax Paid	Total Salary Paid	Salary Over Social Security Maximum and Sec 125 Wages	Employer Share of FICA Tax Paid	Employer Share of FICA Tax Paid 7/1/92 to 6/30/93 (Col. 5 + 8)
Name	Social Security Number	7/1/92 to 12/31/92	7/1/92 to 12/31/92	7/1/92 to 12/31/92	1/1/93 to 6/30/93	1/1/93 to 6/30/93	1/1/93 to 6/30/93	

Completion of the required information should be in accordance with the definitions and instructions provided in the July 30, 1993 Division of School Finance letter.

The information should not be mailed to Division of School Finance but instead should be retained for audit as any other record as an official public document. Please note the format required is the same information (with 1992-1993 dates), as has been required by Division of School Finance in the past. The column 9 total should equal the amount shown on the report due in the Division of School Finance by August 30, 1993.

Please be advised IC 21-3-1.7-3 concerning social security provides in part "...the school corporation's salaries for certified personnel for the 1992-93 school year..." "We are of audit position amounts claimed are limited to salaries for the twelve month (12) period stated.